

Open: 04/25/05 - 8:30AM

AMENDED 6/16/2005

Close: 7/21/05 5:00PM



CITY OF MIAMI BEACH

ANNOUNCEMENT OF OPEN COMPETITIVE CIVIL SERVICE POSITION



ASSISTANT PARKING DIRECTOR

\$69,629.66 - \$112,460.15 ANNUALLY

Starting Salary Commensurate with Experience

DESCRIPTION OF DUTIES: This is a highly responsible management position reporting to the Parking Director. The incumbent will be responsible for the daily management of the Division of On-Street Operations. Responsibilities include the purchase, installation, and maintenance of all parking regulatory signs, curb painting, and parking meter posts citywide, and all parking enforcement functions, including scheduling, deployment, vehicle impoundment, valet parking ordinance, and parking meter (bagging) rentals, and act as liaison with other governmental agencies. This position will serve to communicate parking regulations through signage and enforcement; supervise contractors and service related activities performed by outside vendors; direct staff meetings; customer service responsibilities involving investigation and resolution of complaints from the general public that relate to the activities, programs, or the staff of the Parking Department; respond to emergencies with regard to parking signage and/or enforcement or problems; recommend personnel actions; and perform related work as required by the Director.

REQUIREMENTS: Bachelor degree in business, public administration or a related field and a minimum of two years progressively responsible experience in municipal parking operations including budget administration, and public relations. Additional related experience may substitute for education on a year for year basis. Comprehensive knowledge of methods, practices procedures, and equipment pertinent to on-street and off-street parking operations. Working knowledge of applicable rules, regulations, codes, and ordinances. Knowledge and ability to direct street furniture installations in compliance with state, county, and city codes and engineering standards. The incumbent must be able to communicate effectively, to work under pressure, and possess poise and excellent customer service skills.

DESIRES: Experience with Enforcement Technologies Autocite System, knowledge of state and county parking regulations, and knowledge of engineering standards for on-street parking.

Send 2 Detailed Resumes
by close date to:

NO FAX ACCEPTED

CITY OF MIAMI BEACH, CITY HALL
Human Resources Department
1700 Convention Center Drive
Miami Beach, FL 33139
email: jobs@miamibeachfl.gov
ATTENTION: APD-I

CLASS NO: **1801**
UC NO: **0524UO**

EOE/AA/ADA/VET PREF PER FL LAW